

Program B: Training and Employment Program

Program Authorization: R.S. 46:2521

PROGRAM DESCRIPTION

The mission of the Training and Employment Program of the Office of Women's Services is to provide employment skills, training and career opportunities for the unemployed through a holistic approach, enabling them to attain economic self-sufficiency.

The goal of the Training and Employment Program of the Office of Women's Services is to provide excellent employment skills training and career opportunities to those qualified resulting in job-ready employees to meet job market demands.

The Office of Women's Services has Training and Employment programs located in Baton Rouge, New Orleans, Lake Charles, Lafayette, Shreveport, and Alexandria, that provide classroom training, employment preparation and placement services. The Training and Employment programs offer curricula in non traditional fields as well as computer clerical. The non-traditional training programs in New Orleans, Baton Rouge, Lake Charles and Alexandria offer workforce preparation designed for women who are economically disadvantaged, unemployed, dislocated workers or FindWork Participants. The Non-traditional training program length is approximately 12 weeks. Program participants learn skills in basic electricity, industrial wiring, circuitry, AC/DC motors, mechanical devices and systems, blueprint reading and schematics and applied mathematics including algebra, geometry and basic computer literacy.

The Non-Traditional Highway/Bridge program in Baton Rouge is designed to train and place women and minorities in highway/bridge construction. Participants are often economically disadvantaged, unemployed, or leaving welfare. The program length is 8 weeks, with 4 weeks dedicated to classroom instruction and 4 weeks of On-The-Job training (OJT). Participants learn about the rigors of highway construction work: specific job opportunities; safety precautions; flagging; Commercial Drivers' License (CDL); and heavy equipment operation. This curriculum also brings guest speakers who are knowledgeable in the highway/bridge industry and schedules field trips to job sites for the purpose of observation and communication with highway/bridge workers. An important feature of Building and Industrial Trades and Highway/Bridge training programs is employment preparation activities such as job search techniques, understanding the application process, and preparing for interviews. Special attention is paid to improving communications, assertiveness, self-esteem and self-assessment skills. A job placement specialist matches students with appropriate jobs leading to employment for the participant.

The Computer Clerical program in Baton Rouge, Lafayette, and Shreveport offer computerized clerical skills training with options in basic clerical, advanced clerical, medical clerical, computerized accounting, and customer service. The classes are five days a week, from 8 a.m. until 3 p.m. and last in length from 6 to 14 weeks. Participants learn the most recent software for word processing, data bases, spreadsheets, as well as using the Internet in the work place in addition to their core curriculum. Services provided also include: personal development workshops, job readiness training, job development and placement.

Career enhancement services are offered to participants who do not need skills training, but who need employment preparation services. These services may include: career exploration, resume workshops, career counseling, employment preparation/job search workshops and job placement assistance.

The Training and Employment programs have proven to be highly successful in placing women in jobs that are higher than the current minimum wage rate. Women placed in jobs through the Training and Employment Programs averaged a salary of \$8.00 - \$9.00 an hour to start. This higher wage rate started many women on the way to becoming economically self-sufficient and freeing themselves and their families from relying on government subsidized assistance payments.

OBJECTIVES AND PERFORMANCE INDICATORS

Unless otherwise indicated, all objectives are to be accomplished during or by the end of FY 2001-2002. Performance indicators are made up of two parts: name and value. The indicator name describes what is being measured. The indicator value is the numeric value of level achieved within a given measurement period. For budgeting purposes, performance indicator values are shown for the prior fiscal year, the current fiscal year, and alternative funding scenarios (continuation budget level and Executive Budget recommendation level) for the ensuing fiscal year (the fiscal year of the budget document).

**GENERAL PERFORMANCE INFORMATION: NON-TRADITIONAL
TRAINING AND EMPLOYMENT PROGRAM**

PERFORMANCE INDICATOR	PRIOR YEAR ACTUAL FY 1997-98	PRIOR YEAR ACTUAL FY 1998-99	PRIOR YEAR ACTUAL FY 1999-00
Number of non-traditional enrollees	131	190	Not available ¹
Number of non-traditional enrollees that obtained employment	107	156	132
Placement rate	82	81	72
Number of computer clerical enrollees	246	250	281
Number of computer clerical placements	142	199	227
Number of career enhancements enrollees	135	95	76
Number of career enhancement placements	101	85	50

Explanatory Note: The data shown above are historical for FY 1997 through FY 2000. In FY 1998-1999 and 1999-2000, many of the indicators listed above were revised. However, a prior year actual is being reported for these indicator. In FY 2000-2001, the indicators were reinstated. However, with the advent of new federal legislation--the Workforce Investment Act (WIA)--these indicators will be replaced for FY 2001-2002.

¹ Prior year actual data is not available as this indicator was not reported or used during this time.

1. (KEY) Through the Training and Employment Program, to enroll 62 participants in the highway and bridge construction, and place 50 participants in highway and bridge jobs.

Strategic Link: This operational objective accomplishes the program's Strategic Objective I.1: *To meet 100% of enrollment goal in FY 1998-99 and increase by 5% every year thereafter through June 30, 2003.* This objective also accomplishes Strategic Objective I.2 : *To place 80% of program participants in gainful employment in FY 1998-99 and every year thereafter through June 30, 2003.*

Louisiana: Vision 2020 Link: Objective 1.1: *To involve every citizen in a process of lifelong learning.* Objective 1.6: *To have a workforce with the education and skills necessary to work productively in a knowledge-based economy.* Objective 3.1: *To increase personal income and the number and quality of jobs in each region of the State.* Benchmarks 3.1.1 and 3.1.6., Objective 3.2: *To decrease levels of unemployment and the poverty level in each region of the state.* Benchmarks 3.7.2 and 3.2.4. Objective 3.7: *To improve the quality of life of Louisiana's children.* Benchmark 3.7.4: *Percentage of children in poverty/extreme poverty.*

Children's Cabinet Link: Not applicable

Other Link(s): Louisiana Workforce Commission

Explanatory Note: In FY 2000-2001, the objective and indicators included performance information relative to non-traditional training programs. However, due to the implementation of the Federal Workforce Investment Act the structure in which training providers provide services has been restructured. As a result, an additional objective (Objective 2) has been added to capture former non-traditional trainees under the new federally mandated performance structure. Indicators formerly reported for Non-Traditional enrollees, computer clerical enrollees, and career enhance employees now appear under a General Performance Information Table. Also, performance indicators relative to work link were removed for FY 2001 - 2002. because the funding was not available to continue for FY 2000-2001.

L E V E L	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES				
		YEAREND PERFORMANCE STANDARD FY 1999-2000	ACTUAL YEAREND PERFORMANCE FY 1999-2000	ACT 11 PERFORMANCE STANDARD FY 2000-2001	EXISTING PERFORMANCE STANDARD FY 2000-2001	AT CONTINUATION BUDGET LEVEL FY 2001-2002
K	Number of enrollees in highway and bridge construction	Not applicable ¹	63	51	51	62
K	Number of highway and bridge construction job placements	50	27	41	41	50

¹ The performance indicator was added for FY 2000-2001. It did not appear under Act 10 of 1999 and does not have a performance standard for FY 1999-2000.

2.(KEY) To provide adult and dislocated workers increased employment, earnings, education and occupational skills training.

Strategic Link: This operational objective relates to the program's strategic objective 1.2: *To place 80% of program participants in gainful employment in FY 1998-1999, and every year thereafter through June 30,2003.*

Louisiana: Vision 2020 Link: Objective 1.1: *To involve every citizen in a process of lifelong learning.* Objective 1.6: *To have a workforce with the education and skills necessary to work productively in a knowledge-based economy.* Objective 3.1: *To increase personal income, and the number and quality of jobs in each region of the state.* Also, Benchmarks 3.1.1 and 3.1.6. Objective 3.2: *To decrease levels of unemployment and the poverty level in each region of the state.* In addition, Benchmarks 3.7.2, and 3.2.4. Objective 3.7: *To improve the quality of life of Louisiana's children.* Benchmark 3.7.4: *Percentage of children in poverty/extreme poverty.*

Children's Cabinet Link: Not applicable

Other Link(s): Louisiana Workforce Commission-LDOL Job Training and Placement Program; and Federal Workforce Investment Act.

Explanatory Note: Because of new federal legislation (WIA) that created a new direction for training and employment programs, the Office of Women's Services (OWS) will no longer be able to recruit, assess, and determine eligibility for our programs. This is now being done through the One-Stop Shops. As a result, the Office of Women's Services has no control over enrollment numbers. It should also be noted, that percentages reported below are those as determined by the Louisiana Department of Labor (LDOL) the OWS contract.

L E V E L	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD	ACTUAL YEAREND PERFORMANCE	ACT 11 PERFORMANCE STANDARD	EXISTING PERFORMANCE STANDARD	AT CONTINUATION BUDGET LEVEL	AT RECOMMENDED BUDGET LEVEL
		FY 1999-2000	FY 1999-2000	FY 2000-2001	FY 2000-2001	FY 2001-2002	FY 2001-2002
K	Percentage of dislocated workers (training graduates) entered employment	Not applicable ¹	Not available ¹	Not applicable ¹	72% ²	72%	72%
K	Follow-up retention rate - six months after termination ³	Not applicable ¹	Not available ¹	Not applicable ¹	85% ²	85%	85%
K	Dislocated workers (training graduates) earnings replacement rate at follow-up	Not applicable ¹	Not available ¹	Not applicable ¹	97% ²	97%	97%
K	Participant customer satisfaction rating	Not applicable ¹	Not available ¹	Not applicable ¹	68% ²	68%	68%

¹ New indicators added for FY 2001-2002, therefore the indicator has no yearend standard for FY 1999-2000, or an Act 11 standard for FY 2000-2001.

² This is a new indicator, therefore the existing operating budget level is an estimate and not a standard.

³ WIA requires that the follow-up retention rate be measured at 6 months, replacing JTPA follow-up retention measurement at 13 weeks.

⁴ WIA requires that follow-up earnings be measured at 6 months, replacing JTPA follow-up earnings measurement at 13 weeks.

RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 1999- 2000	ACT 11 2000 - 2001	EXISTING 2000 - 2001	CONTINUATION 2001 - 2002	RECOMMENDED 2001 - 2002	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$16,593	\$16,387	\$16,387	\$16,387	\$0	(\$16,387)
STATE GENERAL FUND BY:						
Interagency Transfers	1,205,656	2,040,356	2,000,356	2,091,518	2,002,742	2,386
Fees & Self-gen. Revenues	28,117	28,323	28,323	28,560	28,323	0
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
TOTAL MEANS OF FINANCING	<u>\$1,250,366</u>	<u>\$2,085,066</u>	<u>\$2,045,066</u>	<u>\$2,136,465</u>	<u>\$2,031,065</u>	<u>(\$14,001)</u>
EXPENDITURES & REQUEST:						
Salaries	\$410,369	\$778,791	\$778,791	\$802,977	\$735,386	(\$43,405)
Other Compensation	8,801	0	0	0	0	0
Related Benefits	77,201	139,393	139,393	143,531	128,797	(10,596)
Total Operating Expenses	321,357	262,859	262,859	267,854	262,859	0
Professional Services	27,495	0	0	0	0	0
Total Other Charges	298,821	904,023	864,023	922,103	904,023	40,000
Total Acq. & Major Repairs	106,322	0	0	0	0	0
TOTAL EXPENDITURES AND REQUEST	<u>\$1,250,366</u>	<u>\$2,085,066</u>	<u>\$2,045,066</u>	<u>\$2,136,465</u>	<u>\$2,031,065</u>	<u>(\$14,001)</u>
AUTHORIZED FULL-TIME EQUIVALENTS: Classified	13	22	22	22	19	(3)
Unclassified	5	7	7	7	7	0
TOTAL	<u>18</u>	<u>29</u>	<u>29</u>	<u>29</u>	<u>26</u>	<u>(3)</u>

SOURCE OF FUNDING

The source of funding for this program is from State General Fund, Interagency Transfers and Fees and Self-generated Revenues. The Interagency Transfers are Job Training Partnership Act (JTPA) funds received from the Department of Labor for training women in non-traditional jobs and the Department of Transportation and Development for highway and bridge construction job development. Self-generated Revenue is derived from the local service delivery areas to provide training services and marriage license fees to be distributed to family violence shelters.

ANALYSIS OF RECOMMENDATION

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$16,387	\$2,085,066	29	ACT 11 FISCAL YEAR 2000-2001
			BA-7 TRANSACTIONS:
\$0	(\$40,000)	0	Technical transfer of expense authority from the Training Program to the Displaced Home makers program to temporarily fund the Medicaid Enrollment Program
\$16,387	\$2,045,066	29	EXISTING OPERATING BUDGET – December 15, 2000
\$0	\$3,784	0	Annualization of FY 2000-2001 Classified State Employees Merit Increase
\$0	\$1,934	0	Annualization of FY 2000-2001 Unclassified State Employees Merit Increase
\$0	\$19,336	0	Classified State Employees Merit Increases for FY 2001 -2002
\$0	\$3,270	0	Unclassified State Employees Merit Increases for FY 2001-2002
\$0	(\$18,966)	0	Attrition Adjustment
(\$42,911)	(\$89,883)	(3)	Personnel Reductions
\$0	\$40,000	0	Other Adjustments - Non-recurring technical transfer from the Training Program to Displaced Homemakers Program
\$26,524	\$26,524	0	Other Adjustments - Technical transfer of funds from the Family Violence Program to the Training Program to align expenses
\$0	\$2,031,065	26	GRAND TOTAL RECOMMENDED

The total means of financing for this program is recommended at 99.3% of the existing operating budget. It represents 94.9% of the total request (\$2,138,427) for this program. The major changes in the total recommended and existing operating budget is primarily due to the elimination of three positions in personnel reductions.

PROFESSIONAL SERVICES

This program does not have funding for Professional Services for Fiscal Year 2001-2002

OTHER CHARGES

\$391,853	Expenses associated with providing two (2) Math/Computer Instructors and one (1) Physical Instructor and a \$100 per week meal and transportation stipend for persons enrolled in the non-traditional and clerical training programs
\$389,243	Expenses associated with the welfare-to-work grant and training activities
\$122,927	Expenses associated with highway and bridge repair development
\$904,023	TOTAL OTHER CHARGES

ACQUISITIONS AND MAJOR REPAIRS

This program does not have funding for Acquisitions and Major Repairs for Fiscal Year 2001-2002